

CITY OF CLEVELAND HOLIDAY SCHEDULE 2012

HOLIDAY

OBSERVED

New Year's Day	Monday, January 2, 2012
Martin Luther King Jr. Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Good Friday	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Thanksgiving Day	Thursday, November 22, 2012
Christmas Day	Tuesday, December 25, 2012

HOLIDAYS THAT FALL ON A SATURDAY ARE OBSERVED ON FRIDAY

HOLIDAYS THAT FALL ON A SUNDAY ARE OBSERVED ON MONDAY

Certain bargaining unit employees shall have holiday usage governed by their Collective Bargaining Agreement.

PERSONAL HOLIDAYS

Eligible employees will be granted two personal holidays each calendar year in addition to the above listed holidays.

The following guidelines have been established to explain the use of the two personal holidays.

1. All new hires must have completed his/her initial 90 days of employment before being granted a personal holiday.
2. The use of a personal holiday must be requested at least 48 hours before it is to be used and, approval must be granted by the employee's appointing authority unless specified otherwise in a union contract.

HUMAN RESOURCES – BENEFITS/WELLNESS